



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 4018 CREDIT BY EXAMINATION

- 1.0 Advanced standing credit is available in some courses to students who have attained competencies in ways other than formal higher education classroom situations. Experiential learning, individual study, external degrees, or completion of vocational-technical or proprietary certificates may be addressed through advanced standing testing.
- 2.0 In order to be eligible to receive advanced standing credit, a student must be enrolled or have been enrolled in an institution in the State system. Advanced standing credit will appear on the student's transcript only after the student has successfully completed 12 or more semester credit hours at Oklahoma City Community College. No more than one-half the credits toward a degree may be earned by advanced standing.
- 3.0 The student must pay a \$5.00* per credit hour fee in advance of the examination and enroll in the credit class for which he/she is requesting advanced standing. No refunds of fees will occur if the examination is not successfully completed. A student may not advance stand a course already attempted for credit.
- 4.0 To apply for advanced standing testing, the student:
 - 4.1 Completes the "Request for Advanced Standing Exams" form available in the Office of Admissions and Records.
 - 4.2 Arranges with the professor a time to take the exam, and the professor signs the form.
 - 4.3 Takes the form to Admissions for signature by the Dean of Admissions/ Registrar.
 - 4.4 Receives a fee receipt from Admissions and pays the fees at the Student Store.
 - 4.5 Shows the processed fee receipt to the professor and takes the exam at the arranged time.
- 5.0 The professor then records the grade earned on the Official Class Roll, using either "S" or "U."

*Higher fees may be assessed in cases in which additional administrative costs are incurred.

Effective: 09-30-1997